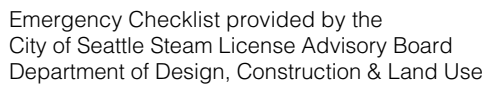
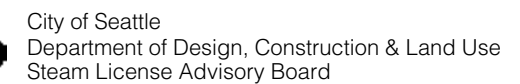


This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

City of Seattle
Department of Design, Construction & Land Use
Steam License Advisory Board
700 Fifth Avenue, Suite 2000
Seattle, WA 98104-5070



for Building Engineers



EMERGENCY CHECKLIST

Please take this moment to ask yourself the questions listed in this brochure. They will help you determine how prepared you are for an earthquake, fire, or other emergency.

This "Emergency Checklist" is not meant to be a complete list of all possibilities, but rather to remind you of things that you should consider well before they are actually needed.

Remember to exercise your equipment at regular and irregular intervals. For example test your generators, emergency shut down equipment, standby equipment, alarms, etc.

Key Items to Check First

- ☐ Can you make a quick shut down of equipment, boilers, air conditioning, generators, etc.?
- ☐ Do you have to be able to stay on line?
- ☐ Has the boiler or other heavy equipment shifted or moved its settings or hold-downs?
- ☐ Pipes, flanges, fittings, valving okay?
- ☐ Gas lines, regulators, relief's, vents okay?
- ☐ Feed water, fresh water lines, fittings, backflow preventers, valving okay?
- ☐ Electrical service, circuit breakers, panels, service access, transformers; are they okay?

Checking Room Conditions

- ☐ Check overhead beams, especially where they meet with columns: are they okay?
- ☐ Doorways: are they racked or shifted, will the doors close, will they open?

- ☐ Access to and egress from mechanical spaces: are they free and clear of debris?
- ☐ Ventilation, combustion air: are chimneys, ducts, screens and louvers clear of debris and in sound condition?
- ☐ Floors: are they buckled or cracked, or are they in sound condition?
- ☐ Restrooms: are they usable?
- ☐ Phone service: is it landline or cellular?

Know Who to Call First

Emergency phone call priority list:

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____
- ☐ 4. _____
- ☐ 5. _____
- ☐ 6. _____
- ☐ 7. _____
- ☐ 8. _____

Remember to Check in with Yourself

- ☐ Check for injuries, pulse, bruises (have you combed your hair?)

After Handling Urgent Items, Check...

- ☐ Has phone service been restored?
- ☐ Are computers and /or computerized controls functioning correctly?
- ☐ Do you need any special inspections?
- ☐ If Structural or Mechanical inspections are needed, call (206) 684-8850
- ☐ If a Boiler Inspection is needed, call (206) 684-8459

- ☐ Insurance company contacts?
- ☐ Other service companies that you may have contracts with?
- ☐ Access to a television or radio for news?

Other Important Things to Know

- ☐ Where's your First Aid Kit?
- ☐ Does your company have Emergency Procedures?
- ☐ If so, where are they?
- ☐ Who are your contracted service personnel?
- ☐ Who are your insurance inspectors?
- ☐ Who are your City of Seattle/DCLU Inspectors?
- ☐ What happens if you can't be relieved for your shift?

Notes (use the back side too):

Post this brochure in a conspicuous place where it can be found and used in a hurry!